NOTES ON CONDUCTING MEETINGS

1. Often unrecognized functions that meetings serve:
   • They can define the group as a unit. Department meetings are often the only place where the whole group actually gets together.
   • They provide the context where the group discovers what the members know as a group.
   • It is a place where people can be auditioned for other roles/positions in the group. Peer review occurs here too.

2. Some general guidelines--assuming a relatively healthy group:
   • Prepare for the session; anticipate what you’ll need
     --necessary background
     --materials/handouts
     --set approximate time markers
   • For each topic/issue, know where you want the group to be by the end of the meeting.
     One way to look at meeting objectives:
     --Information conveyed/received
     --Discussion by the group
     --Decision made/conclusion drawn
     --Action determined; next steps
   • Have an agenda. Note objectives by topic
   • Recap/summarize briefly at appropriate points.

3. Group dynamics . . .
   • Climate: implicit agendas, status
   • Safety
   • “Face” and its effects
   • Illusion of consensus
   • Coalitions
   • Nominal group technique (‘anonymous cards’)

JV—dept chairs—10/15/15